

FINAL

**CHCF-A Administrative Committee
Meeting Minutes for August 16, 2018
10:00 A.M. Room 3204**

Venues

California Public Utilities Commission 505 Van Ness Avenue, Room 3204 San Francisco, CA 94102	Alternate Public and Teleconferenced Locations: Junipero Serra State Office Building 320 West 4th Street, Suite 500 (Corner of West 4th Street and Broadway Street) Los Angeles, CA 90013 Phone Bridge Access 1.877.692.8578 When prompted type in 7035345 #
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Attendees

Stephen Kalish (Committee Member, Chair)	Alternate CBO
Stan Lee (Committee Member)	Primary, CBO
Patrick Hoglund (Committee Member)	Office of Ratepayer Advocates
Sindy Yun	CPUC, Legal
Michelle Morales	CPUC, Fiscal
Felix Robles	CPUC, Communications Division
Dorris Chow	CPUC, Communications Division
David Huang	Attorney representing Small ILECs

Note: Only Committee Members can vote.

1. Introductions

The Chair called the meeting to order at 10:03 a.m. Attendees introduced themselves. Roll was taken. A quorum was present.

2. Public Comments-There were no public comments.

3. Approval of the May 17, 2018, Public Meeting Minutes

Stephen Kalish wants a draft copy of the committee meeting minutes sooner. Dorris agreed to send the meeting minutes a week after the Committee's meeting. This way everyone would have the opportunity to make edits before it gets finalized. For now, Mr. Kalish invited a motion to approve the May 17, 2018 minutes, and Patrick moved to approve them, which Stan seconded.

4. Administrative Services-Fiscal Services

Michelle Morales presented financial statements, which include expenses and balances for the most recent quarters for the current FY and two prior FYs. -Stephen Kalish and Stan Lee expressed appreciation for how Michelle detailed the budget handout.

5. Liaison Reports

Stephen Kalish asked about the status of reducing the minimum number of CHCF-A Administrative Committee meetings by 2 per year - currently we're mandated to hold 4 meetings per year. Felix Robles said it will be addressed in the CHCF-A OIR, Phase 2. Dorris Chow said CD cannot disclose/does not know when the timing on when the Commission will open OIR, Phase 2, and agreed to inform the Committee once the OIR is officially open. Stephen wanted a faster process to reduce the number of meetings per year. Sindy Yun explained that there are options to do this:

- (1) Address it in CHCF-A Rulemaking, Phase 2,
- (2) Parties file a Petition to Modify the Charter,
- (3) Communication Division issue a resolution, or
- (4) Set the meeting and cancel it if Chairperson finds it unnecessary because there is no business item to discuss for the committee.

After discussion, it was agreed that three weeks prior to the tentatively scheduled meeting date, CD staff will email Committee proposed agenda items. If the committee decides the meeting is not needed, staff will cancel the meeting rather than posting it in the Daily Calendar and advise interested parties that the meeting was cancelled.

Sindy Yun said she needs to discuss with CD staff Option 3 – resolution. Stephen Kalish suggested that if resolution route is feasible, that the CHCF-B committee might be interested in revising its Charter as part of the same Resolution.

[Update as of Aug. 23, 2018: CD staff discussed Option 3 (resolution) with Sindy and that option is not feasible.]

6. Approval of Annual Reports

Stephen Kalish questioned the date on the cover sheet. Michael Coen, who is absent from this meeting, will get back to him on this question. Patrick Hoglund commented that the numbering in the meeting minutes need to be fixed. CD staff will fix this. Other than those two comments listed above, the Committee Members approved the CHCF-A Annual report for Fiscal Year 2016-17 and 2017-18.

7. New Agenda Items for Next Meeting

Amend Charter and update notice on when OIR, Phase 2 will officially open.

8. Future Meeting Date-November 15, 2018, if needed.

9. Adjournment

Meeting adjourned at 10:50 a.m.